

Processing Use on Construction Revisions in ProjectWise

PM/DPL:

1. **(In-House Projects Only)** In the DGN folder, version the files to be revised using the revision date as the new version number.
 - a. Right-click on the DGN file
 - b. Select *New=>Version*
 - c. Enter date of revision as new version name (ie: 093014)
 - d. Click on **OK**
 2. Create a sub-folder by the date of the revision (ie: 082014) under the *PI\CST\Construction Plans\UOC Revisions* folder.
 3. Place (select **No Wizard**) all revised PDF sheet files, Cover sheet file (new revision date), and cover letter in the *Date* revision sub-folder created above (Step #2), remembering to scan the cover letter as the first document.
 4. Stamp the new PDF file(s) (**excluding cover sheet**) in the *PI\CST\Construction Plans\UOC Revisions\Date* sub-folder as “*Use on Construction*” (**excluding the cover sheet**).
- NOTE:** If the sheets were stamped using the cell (UOC cell in the *General Notes* library) in the DGN file and then included in the plan sheet as the PDF file was created, this step can be skipped. If not and you need to stamp the PDF file, please refer to the document [*ProjectWise Plans Stamping Instructions.pdf*](#).
5. Send an email to the EDM Inbox (EDM@dot.ga.gov) to notify them of the revisions.
 - a. Select all the files in the *PI\CST\UOC Revisions\Date* folder.
 - b. Right click on the files and select **Send To => Mail Recipient as Link...**

NOTE: If copies of revisions need to be printed for distribution, please see the document *Submission of Print Room Requests from ProjectWise*, specifying the files in the *PI\CST\Construction Plans\UOC Revisions* folder in the document set for printing.

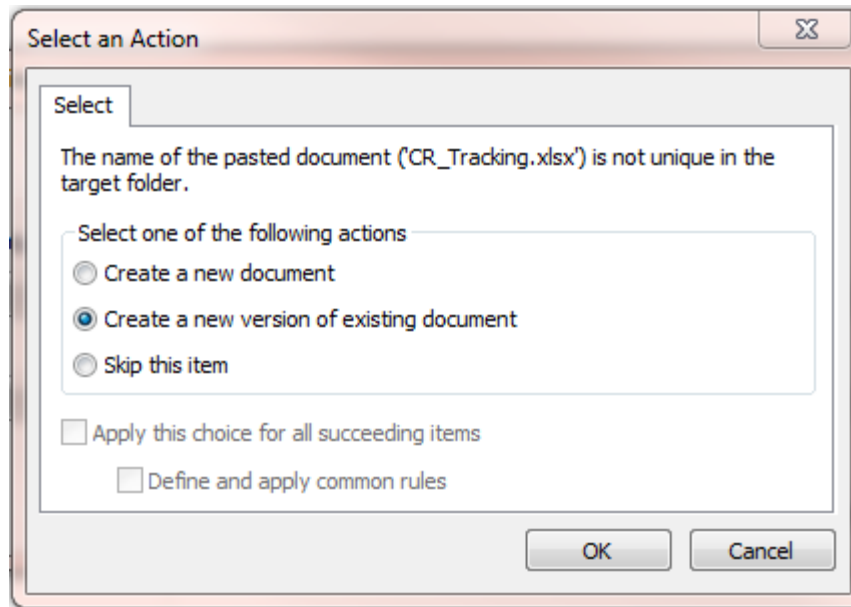
EDM Staff:

1. Complete the document properties for the revision plans in the *Date* revision sub-folder.
 - a. Select all the files in the folder (**excluding the cover sheet**).
 - b. Right-click and select **Assign Document Type**
 - c. Select the following:
 - Document Group:** *Preliminary Engineering*
 - Document Category:** *Design Plans*
 - Document Type:** *Plans Image*Click on **OK**
 - d. With the files still selected, right-click and select **Modify**.
 - e. Select the **GDOT Environment** tab.
 - f. Scroll down to **Plan Document Type** and select **Construction Revision Plans** from the drop-down.
 - g. Click on **Apply** and then **Close**.

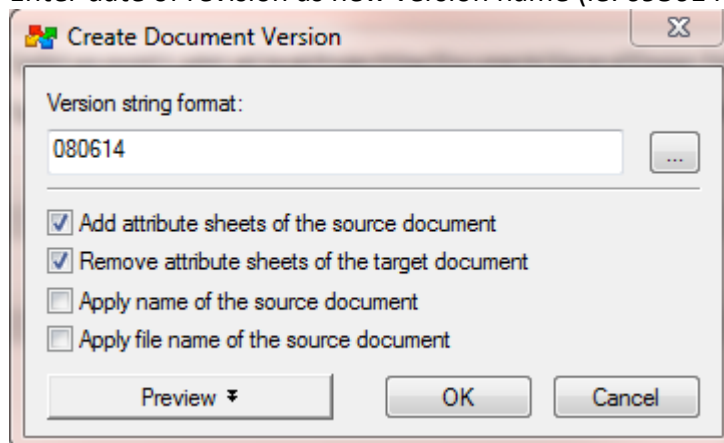
NOTE: Repeat the same process in step #1 for the cover sheet except set the **Plan Document Type** to *Construction Plans* instead of *Construction Revision Plans*.


2. The EDM staff shall set the Sheet Types for the revision plans in the *Date* folder.
 - a. Select all the same type files in the folder
 - b. Right-click and select **Modify**
 - c. Select the **GDOT Environment** tab.
 - d. Scroll down to **Sheet Type** and select the appropriate sheet type from the drop-down.
 - e. Click on **Apply** and then **Close**.
3. Stamp the existing Construction plans in the *PI\CST\Roadway\Current Plans* folder that were revised as “VOID” (**excluding the cover sheet**).

Refer to the document for [ProjectWise Plans Stamping Instructions.pdf](#)
4. Copy the revised sheet PDF files and Cover sheet PDF file (including new revision date) from the *PI\CST\Construction Plans\UOC Revisions\Date* sub-folder to the *PI\CST\Roadway\Current Plans* folder, creating a new version (same as name of *Date* folder) for any file that previously exists and selecting **No Wizard** if prompted.
 - a. Select **Create a new version of existing document** and click on **OK**



- b. Enter date of revision as new version name (ie: 093014)



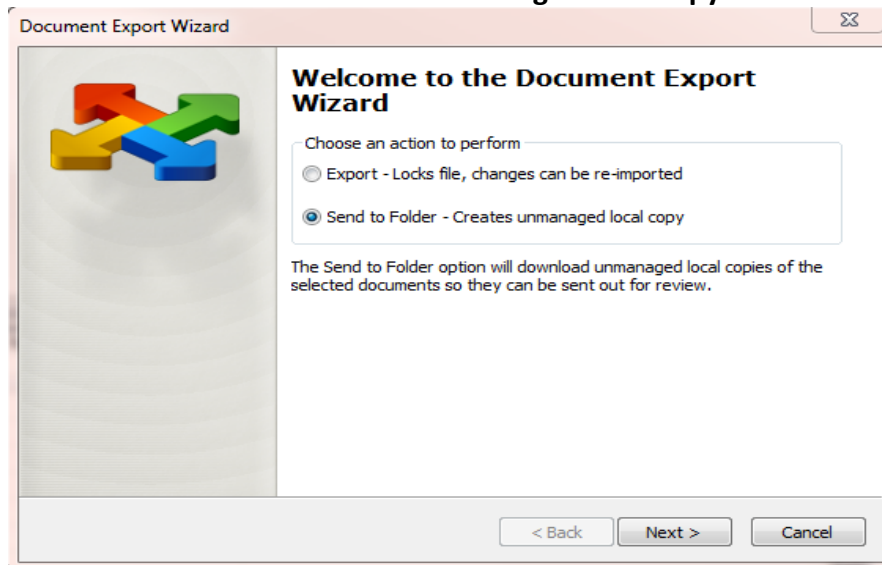
5. Create a document set of the files to designate these as the most current plan set (only the files with the pencil  symbol beside them).
 - a. Click on the *PI\CST\Construction Plans\Current Plans* folder
 - b. Select **Document=>Set=>New**
 - c. Enter **Name** of *Current Construction Plans* and click on **OK**
 - d. With the *PI\CST\Construction Plans\Current Plans* folder selected, navigate to the *PI\Saved Searches\Global* folder
 - e. Click on the **Current Construction Plans** search
 - f. Select all the resulting files in the *PI\CST\Construction Plans\Current Plans* folder and drag them into the newly created document set.
 - g. Select **Lock to Version** for all files
 - h. Close the document set

ADDITIONAL STEP FOR PROVIDING PUBLIC ACCESS TO THE REVISED PLANS:

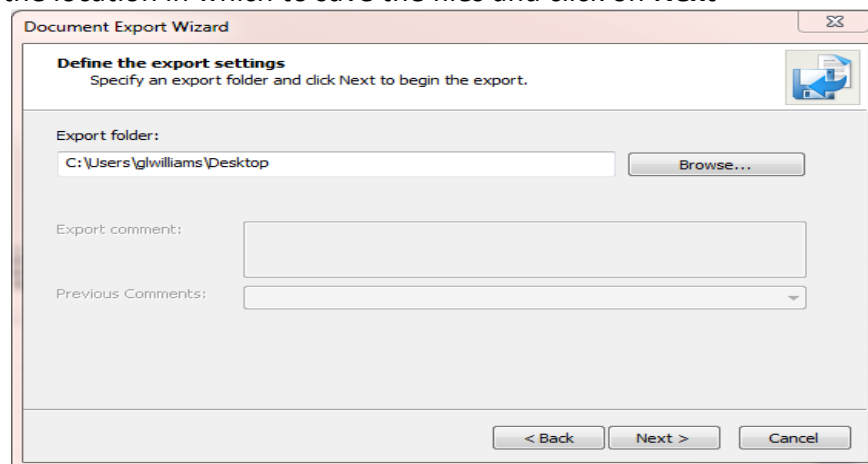
Since plans are not currently available to the public through ProjectWise, the revised plans must be exported from ProjectWise and then uploaded to TransPI as they have been uploaded in the past.

The EDM Staff shall:

1. Navigate to the *PI\CST\Construction Plans\UOC Revisions\Date* folder and select all the files
2. Right-click
3. Select **Export**
4. Select **Send to Folder – Creates unmanaged local copy** and click **Next**



5. Select the location in which to save the files and click on **Next**



6. Files will be exported and then click on **Finish**
7. Process the files as before.